



## Final Notice Recertification Requirements and Instructions

State law requires us to make sure you still qualify for Basic Health (BH). We call this "recertification."

BH must **receive** the enclosed *Recertification Form* and *Family Income Worksheet/Reporting Form* and **all required documents** by the due date shown on the *Recertification Form*. If you miss this deadline, **you and your covered family member(s) will be disenrolled** and cannot reenroll in BH for up to 12 months.\* You may also have to wait for space to be available.

This is your **Final Notice**.

Don't wait to send your documents. Send what you have now, and the rest when you have them.

**\*If we do not receive any required documents by the due date, you will lose your health care coverage.**

### What do I need to do?

1. Complete, sign, and return the enclosed *Recertification Form*.
2. Send copies of the following for you and your spouse, if legally married (see your *Family Income Worksheet/Reporting Form* for more information):
  - Your federal income tax return and all schedules for the most recent tax year. Do not send your e-file transmittal sheet. If you were issued a Schedule K-1 by an S corporation, partnership, trust, estate, etc., you must also send a copy of that form.
  - Proof of gross (before tax) wages for the last 30 days. This can be pay stubs or a signed letter from your employer if you do not receive pay stubs.
  - Proof of all other income. This includes, but is not limited to: unemployment insurance, social security, child support, workers' compensation, pensions, retirement, etc. This can be copies of benefit statements or letters showing gross monthly benefit.
  - Proof you live in Washington State, showing your name and the street address where you live. This can be a copy of a current utility bill, driver's license, Washington state I.D. card, etc. Your street address cannot be a post office box.

### When should I send my information?

Send the documents you have now, and the rest when they are available.

### What if I don't have a copy of my income tax return, or didn't file?

Call the IRS at 1-800-829-1040 and ask for a transcript of your 1040. If you didn't file a 1040, ask the IRS for proof you didn't file. If you are having trouble obtaining your tax documents, call us at 1-800-660-9840.

### What if I am self-employed or have rental property not reported on my most recent tax return?

Complete and send a *Self-Employment or Rental Income Reporting Form*. You can download and print this form from our Web site at [www.basichealth.hca.wa.gov/recert.shtml](http://www.basichealth.hca.wa.gov/recert.shtml), or call 1-800-842-7712 to request one.

**Do not send originals; they will not be returned.** Keep copies of our forms for your records. Please include employer information on the *Recertification Form*.

Enclosures

Washington State Health Care Authority  
P.O. Box 42683 • Olympia, WA 98504-2683

1-800-660-9840 • FAX 360-923-2610 • TTY 360-923-2701 or Toll-free 1-888-923-5622 • [www.basichealth.hca.wa.gov](http://www.basichealth.hca.wa.gov)

HCA 25-874 (03/07) Recert Requirements and Instructions – Reminder